

# **DSW Card Renewal Procedure**

## **for CERT San Diego**

Effective immediately: CERT Team Members can no longer submit renewal forms directly to the CERT office. Below is the new procedure for DSW card renewal. (DSW forms and photos of graduates starting with Academy 21 should be on file with the CERT office.)

- 1) All renewal applications for DSW cards will be submitted to the Team Leader. *The Team Leader will verify that all requirements for renewal have been met.*
- 2) Once the Team Leader has verified that the requirements have been met, the Team Leader will submit the form (undated and with original signature) to his or her Battalion Liaison.
- 3) The Battalion Liaison will then submit the original form and information on the qualifying activities (date and name of activities) to the CERT SD offices.

**WE WILL NOT PROCESS ANY DSW RENEWALS UNLESS THEY HAVE BEEN VERIFIED AND CLEARED THROUGH THE TEAM LEADERS AND SENT UP THROUGH THE CHAIN OF COMMAND.**

DSW cards are processed\* the first week of even numbered months:

February 2009 (Batch 4)

August 2009 (Batch 7)

April 2009 (Batch 5)

October 2009 (Batch 8)

June 2009 (Batch 6)

December 2009 (Batch 9)

\*Turn-around time after batches are submitted to OES may vary.